City of Baton Rouge – East Baton Rouge Parish
Office of Community Development
<u>TECHNICAL ASSISTANCE PACKET</u>
for
FY 19 HUD Funding Project Application

Calendar of Events

Pre-Submission Workshop	9:30 AM, Friday, April 12, 2019
Technical Assistance Period	Thursday, April 25, 2019 @ 11:00 a.m. and Thursday, May 2, 2019 @ 11:00 a.m.
Location	222 St. Louis Street, 7th Floor
Grant Application Due	Wednesday, May 8, 2019
Award/Denial Notification Letter	Friday, June 14, 2019

A representative from the City-Parish will assist applicants in the preparation of their Grant Application during the designated Technical Assistance Period. While staff will be available to provide guidance on the grant process, the applicant is responsible for successfully completing the application and meeting all requirements related to HUD funding. It is the applicant's responsibility to ask questions or follow-up on any issues that are not clear.

Organization Requirements

Non-Profit
Applicant organizations may be a public or private non-profit organization. Applicants must be established, operating organizations as evidenced through documentation required in this application.

For-Profit Developers
For-profit housing developers may apply for HOME funds.

Faith-Based Organizations
Faith-Based Organizations are eligible to apply for federal funding; however, federal funds cannot be used to support worship or religious instruction. Religious activities may be offered separately from the supported activity and beneficiaries must not be required to participate in religious activities. Finally, faith-based organizations that participate in these grant programs may not discriminate against program beneficiaries on the basis of religion or religious belief.

Non-Discrimination
Each agency receiving funds from the City-Parish is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the City-Parish, State and Federal governments, as applicable.

Reports and Milestones
Any organization which receives HUD funding from the City-Parish is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant. These reports must be submitted monthly to the designated contact person. Milestone achievement will be established in the grant agreement in order for the City-Parish to monitor the progress and success of a program. Organizations which consistently submit late reports or fail to meet milestone accomplishments may not be

considered for a continuation of funding in subsequent years. All records must be kept for a minimum of five years.

Environmental Reviews
Any organization which receives HUD funding from the City-Parish is required to undergo an Environmental Review. Funds may not be spent, and no contracts will be signed until the Environmental Review is complete and the funds have been released by HUD. The City-Parish is responsible for the completion of the Environmental Review Record (ERR). ERR's for non-housing and non-infrastructure projects are minimal. ERR's for housing and infrastructure projects will take anywhere from two to eight months depending on the circumstances of the project site.

Insurance
Once an organization's project has been approved, at the time of contract signing, the organization must provide evidence of insurance, which may include Commercial General Liability, Professional Liability and/or Malpractice Liability, Commercial Auto Liability, and Worker's Compensation/Employers Liability. All insurance requirements must be met prior to contract signing.

Subsidy Layering/HOME
Any organization that applies for HOME funds will undergo a Subsidy Layering analysis prior to being selected for a grant award. Organizations applying for HOME funds that pass the initial application round will be contacted for additional information that may include proof of other assistance or funding commitments, a Sources and Uses statement, a detailed project budget, applicable agreements, etc.

Federal Funding Accountability and Transparency Act (FFATA)
Any entity receiving federal funds in excess of $25,000 must comply with all regulations of the FFATA, as defined in 2 CFR 170. The Transparency Act requires an organization to provide the names and total compensation of the five most highly compensated officers to the City-Parish for federal reporting.

Section 3
Any entity receiving federal funds from the City-Parish is excess of $100,000 must comply with all reporting requirements of Section 3 rules and regulations.

Project Requirements

Eligible Activities
CDBG, HOME, HOPWA and ESG funds may be used for a range of activities. These activities include, but are not limited to:

- Child Care
- Crime Prevention and Safety
- Education
- Employment Services
- Energy Conservation
- Housing Development
- Housing Counseling
- Housing Placement/ Rapid Re-Housing/ Transitional Housing
- Homeless Services
- Health Services
- Mental Health Services

- Senior Services
- HIV/AIDS Services

Any entity not familiar with the four funding sources and/or the eligible activities allowed under each should request an appointment for technical assistance and a comprehensive list of eligible activities.

One Application per Project
Even though there are four separate funding sources available, an applicant may submit only ONE APPLICATION PER PROJECT. An entity must select the funding source for which they are applying on page 2 of the Project Application.

Project Location
An eligible project must both be located within and serve residents of the City-Parish.

Income Eligibility Limits
To be eligible for funding assistance, a project must serve primarily low- to moderate-income residents. Low-to moderate income is determined by family size. HUD defines "family" as all persons living in the same household who are related by birth, marriage or adoption (24 CFR 570.3). Low- to moderate-income families are defined as those at or below 80% of the Area Median Income (AMI). These numbers are updated annually by HUD. Documentation of the benefit to low- and moderate-income level persons (or a program designed to assist only individuals of "presumed" low- to moderate-income) is required of every project funded. Below are the current limits for the City-Parish:

FY 2018 Income Limit Area	Median Family Income	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Baton Rouge, LA Metro Area	$74,800	Very Low (50%)	26,200	29,950	33,700	37,400	40,400	43,400	46,400	49,400
		Extremely Low (30%)	15,750	18,000	20,780	25,100	29,420	33,740	38,060	42,380
		Low (80%)	41,900	47,900	53,900	59,850	64,650	69,450	74,250	79,050

Audits, Inspections and Monitoring
The City-Parish will audit and/or monitor the progress of the organization via monthly reports, telephone calls, and on-site monitoring visits. During monitoring visits, the organization must make available all appropriate records, reports or policies that the City-Parish requests to inspect.

Application

Application Guidelines
The application packet is available on the City-Parish OCD website or by request. All applications should be typed and must be kept in the original format. Other than required attachments, do not add pages to the application for extended narratives. Only use the space provided in your application.

The application must be filled out in its entirety before submitted. Questions about the application should be addressed to the City-Parish staff during the "Technical Assistance Period" only. Once the period closes, questions cannot be answered. Staff will only answer questions pertaining to the application and will not give opinions or advice on the project proposal scope of work or budget.

Application Submittal Requirements

Submit one original application and two copies per organization either through mail or hand-delivered. An electronic copy of the application (no exhibits or attachments) should be emailed to OCD, address shown below:

Completed applications should be directed to:

Name: Anita Lockett
Dept. / Org: City Parish – Office of Community Development
Address: 222 St. Louis Street, 7th Floor, Baton Rouge, La. 70802
Phone/ Email: (225) 389-3039 ext. 151; alockett@brla.gov

All applications are due by Wednesday, Mary 8th, 2019. All applications MUST be postmarked by the due date and received by the City-Parish three days after postmark.

Outcome Statement

Sample Outcome Statement (*page 4 of the application*)

75 low-income children will receive at least two one-hour sessions of homework assistance.

Sample Budget

Sample Proposed Budget *(page 8 of the application)*
Use the chart below as an example when drafting your proposed budget. Be sure to include "other" funding sources, if applicable, to demonstrate leverage of funds.

Specific Cost Item/Description	Federal Funding Request	Other Funding Source	Other Funding Amount	Total Amount Federal + Other Source
1. Program Manager	$17,286.26	LA Children's Fund	$8,643.13	$25,929.39
2. Program Counselor	$12,869.83	LA Children's Fund	$6,434.91	$19,304.74
3. Program Counselor	$12,869.83	LA Children's Fund	$6,434.91	$19,304.74
4.Course Materials	$2,700.00	LA DHH	$2,700.00	$5,400.00
5. Program Advertising	$1,200.00	N/A	$0.00	$1,200.00
6. Facility Expenses	$0.00	Donations	$40,000.00	$40,000.00
Total Federal Funds Requested	$46,925.92	Total Program Cost (Federal + Other)		$108,438.87

Budget Justifications

Sample Budget Justification *(page 9 of the application)*

1. Program Manager: 10 hours of CDBG work per week x 52 weeks per year = 520 hours x $32.80/hour = $17,056.00 x 1.35% fringe = $17,286.26
2. Program Counselor: 10 hours of CDBG work per week x 52 weeks per year = 520 hours x $24.42/hour = $12,698.40 x 1.35% fringe = $12,869.83
3. Program Counselor: 10 hours of CDBG work per week x 52 weeks per year = 520 hours x $24.42/hour = $12,698.40 x 1.35% fringe = $12,869.83
4. Materials are estimated to cost $15.00 per course, only half will be budgeted to CDBG Material cost $7.50 per student x 3 classes = $22.50/student x 120 students served = $2,700.00
5. Program advertising will be essential to the program for recruiting. Monthly expenses will include printing of flyers and mailers, ads in local newspapers and other media outlets. $100.00 per month x 12 = $1,200.00

Scoring

Scoring Criteria

HUD allows the City-Parish to select activities in accordance with its own Community Development objectives. The City-Parish staff and their appointees will score the applications using a standardized form individually and privately. The cumulative scores will be used to determine recommendations for funding. The City-Parish has adopted standard criteria by which to judge funding requests:

1. **Capacity, Qualification, and Application Accuracy** – based on application completeness, including all required attachments and certifications, review organization history and community standing.

2. **Program Design** – based on applicant's proposed project plan which should be reasonable and clear.

3. **Consolidated Plan and Need** – based on the community need for the proposed program and weather it targets a priority needs identified in the consolidated plan.

4. **Leveraging CDBG funds** – based on applicant's proposed funding match which will ensure financial sustainability.

5. **Impact** – based on affect the project will have on the individuals it will serve.

6. **Sustainability** – based on the applicant's ability to successfully manage the program as evident in the proposed plan for intake, record keeping, daily management, etc.

7. **Projected and Reasonable Impact** – based on the average program cost per client.

8. **Applicant's History** – based on applicant's experience managing similar projects/grant funding